

COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
www.losgatosca.gov

## Inspection Request Line (408) 354-6877

Inspection requests can be scheduled 24 hours a day via the Town's voice mail system or by 3 p.m. the previous day via fax at 408-354-7593 (fax form on reverse side). Voice mail inspection requests will be accepted up to 6:00 A.M. the same day. Inspection requests received after 6:00 A.M. will be scheduled for the following working day. Please **DO NOT** use a cellular phone when requesting inspections. Information is often missed due to poor cellular connections.

Inspectors will make every effort to accommodate an AM or PM request, but it cannot be guaranteed. If a two hour time frame is necessary, please contact your field inspector between the hours of 7:00 - 8:00 a.m. to coordinate. If your inspector is out of the office, please contact the Counter Technicians after 8:00 a.m. for information on who will be handling your inspection.

If the required information is not left, your inspection will not be scheduled! The Town **will not** call you to confirm your inspection request.

The following information is required when requesting an inspection:

- Date requested for inspection (*example; Tuesday, March 22*)
- AM / PM or No Preference
- Project Address (Not the lot #) \_\_\_\_\_
- Permit Number(s) \* \_\_\_\_\_  
(*example; Building # B04-111, Electrical #E04-222, etc.*)
- Type of Inspection(s) for Each Permit \_\_\_\_\_  
(*example; Foundation, Shear Nail, Rough Electrical, Gas Test, Above Ceiling*)
- Contact Name \_\_\_\_\_
- Contact Phone Number \_\_\_\_\_

*\*For Applicants Use*    *B0* \_\_\_\_ - \_\_\_\_                      *P0* \_\_\_\_ - \_\_\_\_  
   *E0* \_\_\_\_ - \_\_\_\_                      *M0* \_\_\_\_ - \_\_\_\_

Field Inspector's (Please do not contact your inspector directly to schedule your inspection)

**Inspection Request Line 354-6877**

Robert Harper	354-6871	Mark Glendinning	354-6870
John Munoz	354-6861		

Counter Technician's

Shelley Neis	399-5711
Cherie Strand	354-6881

**Construction work hours:**  
**Weekdays 8:00 a.m. to 8:00 p.m.**  
**Weekends & Holidays 9:00 a.m. to 7:00 p.m.**